



Minutes - APPROVED

Public Records Board

June 14, 2021; 1:00pm
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Laundrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) **Call to Order:** 1:03 PM. Board Chair, Paul Ferguson, welcomed everyone and called the meeting to order.
- 2) **Approval of March 22 and May 3, 2021, Minutes:** The Board reviewed the March 22 and May 3, 2021, draft minutes. Staci Hoffman moved, seconded by Julie Laundrie, that both meetings' minutes be approved as submitted. The motion was approved. Melissa Schmidt joined the meeting following this vote.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	N/A		
Paul Ferguson	X		

- 3) **Comments from the Chair:** Board Chair, Paul Ferguson, thanked everyone for attending. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. Due to current recommendations, third quarter 2021 will most likely be virtual. He reminded everyone to double check the agendas for each meeting.

4) Committee Reports

a. **Records Management Committee**

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the Second Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported the Committee met on May 18, 2021. He reported there were five RDAs withdrawn after the Committee meeting and the reasons for their withdrawal. He noted that during the RDA review the committee discussed the General Records Schedule (GRS) policy and reminded everyone that GRSs are the minimum retention. Per the Board policy, RDAs, including local units of government, should not request a shorter retention than the GRS. The RDAs in question were revised to match the GRSs.

Paul then opened a discussion of the index by Board members. Board members asked questions about specific submissions which were discussed and answered. Agency representatives in attendance provided input and answered questions. There was significant discussion on RDAs submitted by UW Madison (285A).

Paul Ferguson moved, seconded by Julie Landrie, that RDAs on the index be approved as submitted with the exceptions of all RDAs submitted by 285A, RDA SP-21 submitted by the City of Seymour, and RDA 21-0001 submitted by the City of Milwaukee. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Julie Landrie moved, seconded by Melissa Schmidt, that all RDAs submitted by 285A be approved with the exceptions of 1721, 1722, 1731, 1733, 1746, 1748, and 1768. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman		X	
Julie Landrie	X		
Abbie Norderhaug		X	
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Staci Hoffman moved, seconded by Paul Ferguson, that RDAs 1721, 1722, 1731, 1733, 1746, 1748, 1766, and 1768 submitted by 285A be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie		X	
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- b. **Operations and Training Advisory Committee (OTAC):** The Committee Chair, Julie Landrie, reported on the meeting held May 11, 2021. During the meeting Kathryn Egeland provided an overview of the Committee and a history of the work they have done. Julie noted that the Board’s Policy and Governance Committee provides direction to OTAC on their projects. Currently there are no projects for the Committee to work on as they have completed those that they were initially directed to do.

- c. **Policy and Governance Committee:** The Committee Chair, Paul Ferguson, noted that the Committee has not met since 2018. He will be calling a meeting to discuss projects for OTAC. The Committee members are Paul, Melissa Schmidt, Staci Hoffman, and James Friedman.

5) General Records Schedules:

- a. **Facilities GRS:** Paul overviewed the May 3, 2021, meeting where the Board voted to approve a second 18-month extension of the RDA FAC00082, Monitoring and Surveillance Recordings, in the Facilities and Related Records GRS. He then discussed the history of the RDA and the previous Board discussions regarding the current RDA language. There was a lengthy Board discussion about challenges with the current language, potential repercussions of the proposed draft language, previous research that was done by the Board, and related statutes that have been passed in recent years. Kathryn will work to locate previous research that was done and reach out to those that responded regarding updated information. Paul anticipates that the Records Management Committee will discuss the research, draft language, and bring recommendations to the Board.
- b. **Administrative GRS:** Paul overviewed the history of the Administrative GRS including the significant public interest following the August 2015 renewal. Much of the public concern surrounded RDA ADM00011, Transitory Correspondence and Other Related Records. In March of 2020 the Board was supposed to review and discuss a renewal of the entire Administrative GRS. He stated the Board requested to review the draft prior to it going through the usual review process because of the previous public concern. Due to COVID that discussion was put on hold. Board members requested that the workgroup provide an overview of the updates and revisions made to the GRS at the next meeting on August 30, 2021. Paul noted the Board will most likely need to discuss a second extension of the GRS to allow adequate review of the proposed draft.
- c. **County GRS:** Kathryn discussed the status of the GRS revision process to date. She pointed out that the GRS is not in the current, Board approved, GRS template. The County GRS will be the last GRS to be transitioned to the current template. There was a brief discussion about the template usage and Board policy. Everyone agreed the policy is to use the template, so the County GRS should be transitioned to the current one. Another challenge has been getting County participation during the revision process. Staci Hoffman volunteered to assist with reaching out and coordinating a workgroup of County representatives. Andrew Baraniak, WHS Local Government Records Archivist, and Kathryn will assist Staci. Paul noted the Board will most likely need to discuss a second extension of the GRS to allow the workgroup adequate time to review and revise the draft.

- 6) **Adjourn:** Julie Landrie moved, seconded by James Friedman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 3:58 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Erin Scharlau	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Next scheduled meeting: August 30, 2021.